



Incident Qualifications and Certification System (IQCS)



Date: December 20, 2012

Subject: CA Incident Qualifications and Certification System Training Session

To: Selected Students, Unit Training Officers

REPLY DUE: January 15, 2013

Congratulations! You have been selected to attend the **Incident Qualifications and Certification System (IQCS) for Account Managers** training scheduled for **February 12-14, 2013**. The session will be conducted at the Danny Rhynes Training Center (DRTC), located in San Bernardino, California.

The session will begin promptly at 0800 on Tuesday, February 12 and conclude on Thursday, February 14 by 1700. Each day will run from 0800-1700. This course is a hands-on training session. Each student will have their own computer terminal throughout the entire course. Students will be using the IQCS Training Database during the training. The last unit of the training issues students their account logons; you will be required to log into the working (Production) system; students will be encouraged to validate their current data while working with IQCS experts. In order for you to achieve the full benefit of the session, it is important that you bring copies of some master records from your home unit with you, so you can review some of your unit employee records.

There are THREE forms that must be RECEIVED by your CA Agency Contact in HARD COPY, with original signatures by January 15, 2013 (Please read this thoroughly- If we do not receive all forms, the student will be cancelled and a replacement made, NO EXCEPTIONS):

U.S. Forest Service Students:

Northern California Training Center
Attn: Terri Silva
6101 Airport Road
Redding, CA 96002
(530) 226-2720
FS students may FAX forms to (530)222-5460

Bureau of Indian Affairs Students

BIA, Pacific Regional Office
Attn: Yvonne Jones
2800 Cottage Way

Sacramento, CA 95825
(916) 978-6066

Bureau of Land Management Students:

Wildland Fire Training Center
Attn: Nate Gogna
3237 Peacekeeper Way
McClellan, CA 95652
Desk: (916) 640-1080
FAX: (916) 640-1190

National Park Service Students:

NPS, Pacific West Region
Attn: Matthew Johnson
100 Forni Road
Placerville, CA 95667
Desk: (530) 295-5614
FAX: (530) 261-5297

Fish & Wildlife Students:

FWS, CA/NV Operations Office
Attn: Jessica Wade
2800 Cottage Way, Suite 2606
Sacramento, CA 95825
(916) 414-6483

Each Agency Representative will then forward the 3 forms (per student) to the national contact in Boise to request your IQCS account; Boise needs most of 2 weeks prior to the class for account setup.

IQCS is a “role based access” system. Access to the various IQCS components is synonymous with categories of work being performed on an individual’s qualifications and certification record, or with managing a training system, or developing a workforce analysis. Security permissions are also based on access to “who” the user can perform transactions on.

An **Account Request Form** has been attached with this selection letter. Fill out the top of the form with your student data & your supervisor’s. Please enter the **appropriate User Role(s)** you will fill in IQCS as well as the **Organization Codes** you will transact on

You should go to the IQCS Website at <http://iqcs.nwcg.gov>

Click on **REQUEST ACCOUNT** on the left side of the Home Page

Click on **IQCS ACCOUNT REQUEST** at the top of the documents page

Scroll down to (under Account Reference Documents):

User Roles Defined – determine your role(s)

IQCS Organization Codes – determine your unit’s codes

If you do not understand your role in IQCS, it will be necessary to confer with your supervisor to determine what tasks you will be responsible for completing in IQCS. Then match the responsibility with the appropriate role.

Fill in the Account Request form with the User Role and the Organization Code(s) you want to transact on:

- **Organization Codes** are used to determine the Organization Code numbers you will have access to for your unit. **For example if you need to be able to transact on personnel at the Eagle Lake Ranger District of the Lassen NF the Org Code is: 05060058.**
- **User Role Definitions** are used to determine what roles in the application you will request for access to certain areas of the program. **For example, if you are designated as the Training Officer for your unit, you would pick the role of "Training Officer". You may pick multiple roles, if you are responsible for other tasks on your unit.**
- **The IFPM Role is now available for those with responsibility of entering & tracking IFPM training & experience only.**

This information must be completed on the User Account Request Form

Security is a major issue in all computer applications. The following forms, from the [iqcs website http://iqcs.nwcg.gov/main/requestAccount.html](http://iqcs.nwcg.gov/main/requestAccount.html), must be read, signed by the student and **originals** mailed to your agency rep above: **(please only mail the signature page)**

- 1. Statement of Responsibility**
- 2. Rules of Behavior**

Checklist of forms to return in hard copy to your agency rep:

- 1. IQCS Account Request**
- 2. Statement of Responsibility**
- 3. Rules of Behavior**

All three forms should be faxed or mailed so they are **RECEIVED by January 15, 2013.**

It is IMPERATIVE you return the THREE completed hard copy forms. If these forms are not received by the due date, you will not be able to attend the training and an alternate will be assigned in your place.

Student materials will be provided. You should bring a pen/pencil, notepad and highlighter.

For travel and lodging information navigate on the internet to the DRTC website:
<http://www.fs.usda.gov/goto/sanbernardino/travel>

Here you can find:

- Motel Listing in close proximity to DRTC
- Restaurant Guide
- Driving directions to DRTC

Attire for this training and all training at DRTC is clothing that is acceptable for public contact. Please dress accordingly and professionally. Shorts are not acceptable and uniforms are not necessary.

An alternate list is being maintained for the session. **If for any reason, you must cancel, please notify DRTC at drtc@fs.fed.us or call (909) 382-2984 and leave a message.**

If you have questions related to the forms or the training, please contact me at my office (530) 226-2720 during business hours.

Thank you for your participation in the IQCS training!

/s/ Terri Silva

IQCS Training Coordinator
USFS, Pacific Southwest Region